

## The Master's Seminary Library

### Policy for Distance Location Students' Usage of TMS Library Materials

(Adopted 01/2016; Revised 4/2017)

Students at the Distance Learning Sites of The Master's Seminary are welcome and encouraged to borrow material from The Master's Seminary Library (TMSL) by following the instructions outlined below:

1. Student must have an active TMSL account. If a student is unsure of his account information, he can contact our circulation desk (email: [library@tms.edu](mailto:library@tms.edu)) using his @my.tms.edu email account. The circulation desk staff can provide account information to distance students.
2. Students can access the library's collection by visiting the [TMS Library web page](#) and searching using the [TMS Library Search](#) or [Online Databases](#). Items requested must be available at TMSL.
  - The following tools are available to help students with searching:
    - Boolean Logic Applied to Online Searching (helpful with using the online catalog): [Boolean.ppt](#)
    - Citation Searching (looking for the source of a quote): [Citation Searching.ppt](#)
    - Additional resources are located at The Master's University Library page: [LibGuides](#)
3. [Online databases](#) and resources are available to TMS students at the Distance Learning Sites once they are logged into the [TMSL Search Page](#).
4. Submitting a Inter-Library Loan Request (ILL):

Requests must be submitted through ILL form accessible [here](#). Students need to make the request using the @my.tms.edu email address.

  - a. Journal Article Requests:

Requests for journal articles will be fulfilled by scanning the article and forwarding the material electronically directly to the student's my.tms.edu email address. Items requested by online students must be available at TMSL. Journal articles do not need to be returned to TMSL.

b. Book Requests:

Any physical item(s) requested must be available at TMSL. Item(s) will be checked out in the student's name and mailed to the Distance Learning Site indicated on the request form. Once at the site, the book will be handed to the borrowing student (please see the book insert at the bottom of this policy; the insert will accompany every request sent from TMSL to a Distance Learning Site).

1) Due Dates:

Books are loaned for a period of 3 weeks. The loan period begins on the day that items are mailed to the Distance Learning Site. Items must be returned to TMSL by its due date; please take into account the time the mail service will require to deliver the item to TMSL.

2) Renewals:

Renewals can extend the loan period to up to 9 weeks. Renewal requests must be submitted before initial due-date. Other student or faculty requests for an item may limit the possibility of renewals. Renew titles by calling TMSL during West Coast business hours (818-909-5545) or [online](#).

3) Late Fees:

A book must arrive back at TMSL by its due date or a late fee will be charged. Standard late fees (\$0.25 per book per day) and book-loss fees (\$100 per book) apply. These will be charged to a student's TMSL account.

4) Shipping Costs:

Shipping books to and from TMSL: The shipping charge to the Distance Learning Site is paid by TMSL; return shipping is to be paid by the student who borrowed the item(s).

(5) Lost & Damaged Items:

Broken, damaged, or destroyed items will be charged to the student's account (per TMSL Policy). Items lost and/or not returned to TMSL (lost by student or by the mailing service) will be charged to the student's account (per [TMSL Policy](#)).

c. Limitations to Inter-Library Loan services

ILL services for physical items are only available to students in the United States.

ILL services for journal articles or copies short portions of books are available to all TMS off campus students and alumni. Students and alumni located in other countries should familiarize themselves with the copyright laws (©) of their nation to ensure compliance with national and international laws. By submitting an ILL request a student acknowledges and affirms that he is in compliance with [laws of the United States](#), international laws, and the laws of his own country.

Please review the [Library Policies](#) and [Library Services](#) pages for more information.

If you need additional information or help with accessing our resources please contact the TMSL Director via e-mail at [library@tms.edu](mailto:library@tms.edu).

Any abuses of these services will be investigated by the Director of Library Services and the Director of Distance Education and may result in students losing their library privileges in serious situations.



**THE MASTER'S SEMINARY**  
WE TRAIN MEN BECAUSE LIVES DEPEND ON IT

This title is checked out from The Master's Seminary Library (TMSL).

by: **Student's Last Name, First Name**

at: **Distance Learning Site Name**

Due Date: Please check the last stamped date on the blue card located on inside cover.

Please note that the item(s) needs to be returned to TMSL by the due-date; consider ship-time of item(s).

It is possible to renew item(s) for up to 9 weeks either on-line or by calling TMSL at 818-909-5545 during its hours of operation (see TMSL web-page). Renewal requests must be received no later than the day before the due date. Renewals may be blocked by requests of other students – please take this into consideration.

Please return item(s) to:

The Master's Seminary Library  
Attn: Inter-Librarian Loans  
13248 Roscoe Blvd  
Sun Valley, CA 91352